

**ADDENDUM #2  
TO SPEC. 06-235**

**SCANNING SERVICES  
PRIMARILY FOR PUBLIC WORKS & UTILITIES**

Addendum #2 to Spec. 06-235 for **Scanning Services Primarily for Public Works & Utilities**, bids to be opened on Wednesday, August 9, 2006 at 12:00 noon.

**The attached Confidentiality Agreement for Request of Information is to be included with the original specifications.**

All other terms and conditions to remain unchanged.

Dated this 3<sup>rd</sup> day of August, 2006.

Purchasing Department

Bob Walla  
Assistant Purchasing Agent

BW:dw

# **CONFIDENTIALITY AGREEMENT** **FOR REQUEST OF INFORMATION**

## **LINCOLN WATER SYSTEM**

### **REQUEST FOR INFORMATION**

The release of engineering drawings, GIS data, reports, and/or other electronic files requested by the individual listed below shall be approved by the Records Administrator or designated representative in accordance with the Public Records Act 84-712.05.

Requests may be made in written or electronic form with specific references to the data needed by the individual.

Each firm must have a designated individual who will make requests to the City of Lincoln and serve as the custodian of the information while being used for the project. Each individual who makes an information request shall have a signed Confidentiality Agreement on file with the City of Lincoln. These forms will be renewed on a yearly basis.

### **USE OF INFORMATION**

This information may be used by the individual for reference, contractual work, or preparation of projects for the Lincoln Water System or City of Lincoln. The requester shall only allow other project team members at their firm access to specific data needed for their portion of the project.

This information shall not be shared, copied, or disseminated to any third party while in the possession of the individual or firm, unless such third party also has a signed Confidentiality Agreement on file with the City of Lincoln. This information shall not be made available or presented to the general public.

### **STORAGE OF INFORMATION**

All information shall be secured from unauthorized disclosure when not in use. If so directed, information shall be returned to the City of Lincoln / Lincoln Water System, 2021 N. 27<sup>th</sup> Street, Lincoln, Nebraska 68503 as per instructions.

**NAME** \_\_\_\_\_

**BUSINESS NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Signature above acknowledges agreement that the individual will follow terms and conditions set forth for accessing information.